

B.C.I.A.A. General Membership Minutes
November 10, 2022
9:00 AM – BCIU

Present	School	Present	School
x	Antietam	x	Kutztown
x	Berks Catholic	x	Muhlenberg
x	Brandywine Heights	x	Oley Valley
	Conrad Weiser	x	Reading
x	Daniel Boone	x	Schuylkill Valley
x	Exeter	x	Tulpehocken
x	Fleetwood	x	Twin Valley
x	Governor Mifflin	x	Wilson
	Hamburg	x	Wyomissing

1. Opening Remarks
 - May 12, 2022 General Membership Minute Approval
 - Motion: Muhlenberg
 - Second: Schuylkill Valley
 - Approved: 14-0

2. District III/PIAA Report & Update
 - December PIAA board meeting will have 3rd readings on the competition formula (District 3 will vote to keep the transfers part of the formula) as well as the final reading on eliminated the 10% enrollment reporting.

3. Executive Director Report
 - Treasurer Report & Approval
 - Checking Account - \$152,274.18
 - Investment Account - \$28,290.91
 - Motion: Reading
 - Second: Fleetwood
 - Approved: 14-0
 - Fall Playoff Financial Report
 - Overall Fall playoff attendance and revenue was up this year.
 - Fall Sport Chair Reports
 - Girls Volleyball – had to change league playoff dates, have asked to hold them next year Saturday-Tuesday-Thursday.
 - Golf – all went well, girls tournament will be moved to Golden Oaks next year. Looking at adding Golf Genius to at least the league tournaments, possibly for the season. Also looking at potentially adding a team tournament the Saturday before the individual tournaments.
 - Girls Tennis – individual tournament/team tournament were flip

flopped for individual first, will also do that with the boys in the spring.

-Boys/Girls Soccer – request from the girls coaches to have Division 1 & 2 play different nights than Division 3 & 4.

-Cross Country – no proposed changes to league events, only requests were for changes to the District 3 meet procedures and times.

-Fall Assignor Evaluations

-All fall assignors have been approved by the BCIAA Board.

-BCIAA Sponsorship Banners

-Instead of doing individual sponsorship banners, looking to get a BCIAA banner each year that has each sponsor that each school would have a copy of to display throughout the year.

-Schools should check if they are able to display for the whole season or would only be able to be displayed at playoff events.

-Gold Leaf – remind attendees to know their license plate number to validate parking. Will start with Fleetwood for no inductees, then will move to Wyomissing for all new inductees.

4. Old Business, New Business & Discussion Items (See Blue Book edits at the end of the agenda).

4.1 – Brandywine Heights Track & Field Letter (Action Item 5.1)

-For the current cycle, will continue to use the Kutztown league schedule. Brandywine is looking to add a Track & Turf Field that would potentially be in place for the 2024-26 cycle.

4.2 - League Standings & League Statistician (Action Item 5.2, 5.3, 5.4)

-All league standings will be kept on the league website, using Schedule Star.

4.3 – League All-Stars Guidelines – Blue Book P. 74 (Action Item 5.5)

-Clarified language and expectations for coach associations and when All-Stars will be posted on the league website.

4.4 – Blue Book update of job descriptions (Action Item 5.6, 5.7, 5.8):

Executive Director – changes & stipend reduced by \$5000

Assistant Executive Director – changed to Board Treasurer, stipend of \$5000

Board Secretary – updated duties

4.5 – 2024-2026 League Scheduling & League Scheduler Job Description/Stipend – Blue Book P. 15 (Action Item 5.9, 5.10)

4.6 – 2024-2026 Division Alignments (Action Item 5.11)

-PIAA 10% Rule

-Process for requests to change divisions & deadlines – any updates to Blue Book language on the process?

-2024-26 Change Request Deadline

-All schools must submit any division change request by January 1, 2023. BCADA will discuss division changes at their January meeting.

-Final division approval at Winter General Membership

4.7 – LL Football Updates

-No reported issues from any of the Berks HS teams. Only concern seems to be the JH scheduling with how teams are matched up.
-There has been some talks by the LL league about going to 4 divisions for the 2024-2026 cycle – still TBD.

4.8 – Basketball game time updates for 22-23 season and beyond

-Switch JH games for varsity games to be played first, so that if an official needs to leave for a HS JV game then the pony game will be the one that only has 1 official. Some HS JV games may need to have 6:15 starts, Bill will notify schools if that is the case.

4.9 – Girls Wrestling – official assigning & league scheduling

-When you are scheduling for Girls Wrestling, Dave needs to know what levels it is (if it is a varsity match, it will be a varsity official rate).

4.10 – Swimming Assignor (Action Item 5.12)

-Schools have been invoiced individually by Dave Cummings, but only the schools hosting home meets. The league will include a league fee with membership dues to cover the cost of paying the swimming assignor.

4.11 – Board Principal Representative Replacement for Robert Farina (Action Item 5.13)

-Robert Farina is in a new position and is no longer able to attend many meetings. Steve Murray, Governor Mifflin principal, has agreed to take his position to complete the term ending in 2023-24.

5. Action Items

5.1 – To approve the Brandywine Heights Track & Field Letter for entry into the league schedule starting with the Spring 2023 season (as presented in 4.1).

Motion: Dave Cummings

Second: Governor Mifflin

Approved: 15-0

5.2 – To approve the Blue Book addition (P. 25) for school procedures on reporting and keeping league standings using Big Teams/Schedule Star (as presented in 4.2).

Motion: Kutztown

Second: Tulpehocken

Approved: 15-0

5.3 – To approve the Blue Book job description addition for the position of League Statistician (as presented in 4.2).

Motion: Berks Catholic

Second: Muhlenberg

Approved: 15-0

5.4 – To approve Rich Scarcella as the League Statistician for the 2022-2023 school year, stipend \$5,000 (as presented in 4.2).

Motion: Oley Valley

Second: Wyomissing

Approved: 15-0

5.5 – To approve the updated Blue Book language (P. 74) for BCIAA All-Stars (as presented in 4.3).

Motion: Kutztown

Second: Governor Mifflin

Approved: 16-0

5.6 – To approve the changes to the Executive Director job description on Page 9 of the Blue Book and reduce the stipend by \$5,000 (as presented in 4.4).

Motion: Dave Cummings

Second: Muhlenberg

Approved: 16-0

5.7 – To approve the change of the Assistant Executive Director to the Board Treasurer with a stipend of \$5,000 (as presented in 4.4).

Motion: Schuylkill Valley

Second: Wyomissing

Approved: 16-0

5.8 – To approve the change of the Board Secretary job description (as presented in 4.4).

Motion: Schuylkill Valley

Second: Wyomissing

Approved: 16-0

5.9 – To approve the updated job description of the League Scheduler (as presented in 4.5).

Motion: Dave Cummings

Second: Berks Catholic

Approved: 16-0

5.10– To approve Tim Rhoads as the League Scheduler for the 2024-2026 scheduling cycle, utilizing Big Teams' League Central for schedule creation, at a stipend not to exceed the current published stipend for this position (as presented in 4.5).

Motion: Dave Cummings

Second: Berks Catholic

Approved: 16-0

5.11 – To approve the Blue Book updates for Division Alignments/Changes – Page 21 of the Blue Book (as presented in 4.6).

Motion: Fleetwood

Second: Wyomissing

Approved: 16-0

5.11 – To approve Dave Cummings to be the Swimming assignor for the 2023-2024 school year, paid by the BCIAA, cost covered by league dues by all swimming schools (as presented in 4.10).

Motion: Governor Mifflin

Second: Wyomissing

Approved: 16-0

5.12 – To approve Steve Murray, High School Principal @ Governor Mifflin, to the BCIAA Board of Directors – term expiring at the end of

the 2023-2024 school year (as presented in 4.11).

Motion: Tulpehocken

Second: Berks Catholic

Approved: 16-0

6. Adjournment – **Motion by Reading, second by Fleetwood, to adjourn at 9:45AM.**

Information Items –

Next B.C.I.A.A. General Membership Meeting Date: March 16, 2023 @ BCIU

Proposed Blue Book Edits (Red are changes, Blue are additions, Strikethrough are deletions)

Executive Director, Assistant Executive Director, Treasurer & League Statistician Job Descriptions (Pages 7-10)

Page 9 - Executive Director

1. SELECTION: The Executive Director is employed on a one-year contract. This position is hired by the general membership and the annual salary will be determined by the Board. When the position of Executive Director becomes open, the Board shall form a Search Committee consisting of at least one (1) athletic director, at least one (1) building administrator and at least on (1) sitting board member. Members schools will be notified of the vacancy and a public advertisement made to solicit names of candidates which will be given to the Search Committee for consideration. An initial interview will be conducted by a search committee consisting of Athletic Directors Principals and Board members. A final round interview will be conducted by the Board. The board may then recommend one or more candidates for a vote at the subsequent general membership meeting. The successful candidate will be approved by the general membership.

2. RATING: An annual evaluation will be conducted by the member schools prior to the last general membership meeting of the year. If an individual in the Executive Director position receives a needs improvement, the board will meet with the Executive Director, discuss areas of concern and provide an improvement plan. A final rating of “Unsatisfactory” will disqualify the Executive Director from automatic Renewal and the position will be opened.

3. POWERS AND DUTIES:

- a. Oversee the daily functions of the Conference;
- b. In conjunction with the Sport Chairs, set dates, times and obtain sites for all Conference play-off games;
- c. Ensure that play-off information is communicated to all competing schools;

- d. Oversee the Official Assignor to ensure that officials are functioning in an effective and efficient manner by maintaining open lines of communication ;
- e. ~~Serve as a liaison for District III to ensure that the proper schools are entered into District III tournaments;~~
- f. Serve as custodian of properties and records for the Conference;
- g. Research and disseminate data as requested by member schools or the Board;
- h. Assist the President and Secretary in the preparation of the agenda for the Board and general membership meetings. This can be accomplished by a pre-board meeting of the aforementioned individuals;
- i. Serve as the public relations officer for the Conference;
- j. Recommend adjustments of annual dues to the Board and ensure that dues notices are sent to schools;
- k. ~~Update and maintain the BCIAA policy manual~~ [In coordination with the BCIAA Secretary, ensure that the BCIAA policy manual \(Blue Book\) is maintained and updated as needed.](#)
- l. Arrange and coordinate all facets of the Golf Leaf recognition program, including the annual banquet
- m. Attend all Board and general membership meetings
- n. Ensure that the Conference schedule-maker has accurate information regarding new teams, withdrawal teams, requests, division alignments and black-out dates;
- o. Tabulate the evaluations of the Official Assignors and prepare a report for the Board. Individual evaluations shall be available for Board member review at any time following the evaluation process;
- p. Oversee the function of sport chairs. When a chair position becomes available, advertise the position and form an interview committee to make recommendations to the Board;
- q. Serve on the Inter-League Council and serve as a liaison for the Conference in relation to District III Committee nomination and membership;
- r. Distribute 5 BCIAA Administrator/Board/Coach passes to member schools;
- s. ~~Compile an annual personnel directory for member schools and Board members which shall be sent electronically. Update the directory when personnel change in member schools.~~ [\(Move to BCIAA Secretary\)](#)

Page 10 - ~~Assistant Executive Director/Treasurer~~ - [\(Move to Page 7-8 under #6 - President, Vice President, Secretary AND TREASURER\)](#)

~~1. SELECTION: The Assistant Executive Director is employed on a one-year contract. This position is hired by the general membership and the annual salary will be determined by the Board. The selection process shall be the same as the selection process for The Executive Director, except the at the Executive Director shall also be included.~~

~~2. RATING: The rating process shall be the same as the rating process for the Executive Director~~

~~3. REPORTING STRUCTURE: The Assistant Executive Director/Treasurer shall report to the Executive Director and to the Board.~~

4. POWER AND DUTIES:

- a. Generate all checks, signature of at least two different individuals, only if check exceeds \$5,000;
- b. ~~Cross train on all job responsibilities of the Executive Director in order to assume those duties if/when necessary;~~
- c. Accurately account for all financial records of the Conference;
- d. Receive and deposit all money for the Conference;
- e. Prepare and submit a detailed Treasurer Report including all deposits and checks for approval by the Board and the general membership at each meeting;
- f. Generate all checks and ensure that all Conference obligations are paid. Checks will require the signature of at least two different individuals (preferably the Treasurer and Executive Director/Board Officer);
- g. Prepare a game report for each sport including debits and credits;
- h. Store and distribute all tickets for Conference play-off games. Collect all unsold tickets and reconcile them as may be appropriate;
- i. Attend all meetings of the Board and the general membership;
- j. With prior approval from the Board, maintain Conference investments and ensure appropriate savings;
- k. Make recommendations concerning the financial structure of the BCIAA;
- l. Secure a CPA firm to develop a financial plan for the BCIAA to become fiscally compliant including IRS compliance, employment compliance, tax-exempt status and insurance.
- m. Research and secure auditing services for the Conference on an annual basis. The firm and the cost for the audit shall be approved by the Board in advance of the audit occurring;
- n. File all appropriate tax forms as required by the Internal Revenue Service (IRS), the state of Pennsylvania and Berks County;
- o. In conjunction with a Financial Committee, create a yearly budget for approval at the final general membership meeting of the school year;
- p. Generate all 1099s or any other tax forms as may be appropriate and necessary for contracted employees and officials following the rules and regulations of the IRS;
- q. ~~Shadow the Executive Director and become involved with all facets of the Conference;~~
- r. ~~Ensure that the Conference Constitution and Policy Manual are updated as may be necessary;~~
- s. ~~Perform other duties as assigned by the Executive Director and/or Board.~~

Board of Directors – Officers (Pages 7-8) –

e. POWER AND DUTIES OF THE SECRETARY

- i. Develop the agenda for Board meeting and general membership meeting in conjunction with the Executive Director and President
- ii. Disseminate the agenda for Board meeting to all member schools
- iii. Maintain accurate minutes of the Board meetings and general membership meetings and disseminate them to all member schools
- iv. Maintain and accurate listing of Board members and their terms and provide to member schools notice of vacancies by April 1st of each school year
- v. Maintain accurate records of Board officers and their terms
- vi. Compile an annual personnel directory for member schools and Board members which shall be sent electronically. Update the directory when personnel change in member schools. (Moved from Executive Director)
- vii. In coordination with the Executive Director, ensure that the BCIAA policy manual (Blue Book) is maintained and updated as needed.

New Page 10 - League Statistician

1. SELECTION: The League Statistician is employed on a one-year contract. This position is hired by the general membership and the annual salary will be determined by the Board. The selection process shall be the same as the selection process for The Executive Director, except the at the Executive Director shall also be included .

2. RATING: The rating process shall be the same as the rating process for the Executive Director

3. REPORTING STRUCTURE: The League Statistician-shall report to the Executive Director and to the Board

4. POWER AND DUTIES:

- Maintaining accurate league standings for all sports
- Publicizing standing on the league website
- Communicating with the District III Webmaster to ensure accurate power-ratings for BCIAA cut-off dates
- Be a liaison between the league and coaches associations while attending BCIAA post-season coaching meetings. Attend pre-season coaching meetings at the direction of the Executive Director
- Ensuring BCIAA compliance for all-star teams – correct spellings, schools, number of slots, etc.

- Assist the technology sport chair in posting the all-star teams on the league website and releasing all-star teams to local media
- Communicating with coaching association presidents
- Other duties as assigned by the Executive Director and/or BCIAA Board of Directors

League Standings (Add to Page 25 – Conference Playoffs/League Standings)

League Standings:

- All league standings will be kept using a Big Teams league website, which will then be embedded in the BCIAA website under each sport.
- All member schools are required to use Schedule Star/Big Teams to report their scores on a daily basis.
- Scores are requested to be reported the same day of the contest, but at a minimum must be reported by 12PM the day after each contest.
- In order to keep both league and non-league records and standings as accurately as possible, schools must maintain schedules in Schedule Star that:
 - Separate all “coed” and/or “boys/girls” sport schedules so that there are both a boys and girls team schedule so that results can be posted for both genders.
 - Mark all BCIAA League competitions as “league” in each league event settings, likewise all non-league contests should not be marked as “league” in the event settings.
 - All multiple-team events should be listed as a “Meet” instead of “Head-to-Head” so that results can be entered for each contest. For example, a dual wrestling tournament should be listed as a “Meet” and include all of the opponents that your team will face so that scores can be entered for each dual match wrestled at that tournament. Any team score that is reportable to District 3 and/or included in an overall team record should be recorded on your Schedule Star schedule.
 - In sports where a team score cannot be given due to lack of participants (i.e. Cross Country & Bowling when the minimum number of participants do not participate in any given meet/match), no team result should be reported. These contests are not considered a forfeit by the PIAA when individuals still compete in these otherwise team contests.

Post-Season Award Recognition (Page 74)

Guidelines:

1. For each sport, there will be one (1) All-Conference Team per sport (see below for details). The Athlete/Player of the Year should be on the All-Conference team, and is not in addition to the All-Conference team.
2. For each division in the sport, there will be one (1) All-Division Team and one (1) Honorable Mention Team.

3. Athletes selected for the All-Conference Team will not be eligible for the All-Division Team. Likewise, athletes selected for the All-Division Team will not be eligible for the Honorable Mention Team.
4. All-Star teams will be selected by votes from the league coaches.
5. These guidelines are intended as maximums. Selection committees do not need to fill all the spots allocated.
6. The criteria utilized for selection should be based on regular-season contests. Post-season may be factored in, but it should only be a small percentage.
7. ~~The exception to the guidelines above is Football, which will select 1st and 2nd Team Offense and Defense for each division since the Reading Eagle also selects their own post-season teams that include non-BCIAA teams.~~ **The exception to the guidelines above is Football, which will select a 1st and 2nd Team Offense and Defense for the entire conference. All-Division/Section selections will be determined by the LL League.**
8. All-Star selections will be limited to any and all student-athletes who participated on a team that is officially part of the league schedule for each given sport. Student-athletes who are not part of a team that participates in the league-assigned schedule will not be considered for league All-Star voting.
9. Coaches Associations are encouraged to hold their voting meeting after the season is complete so that all awards can be selected at the meeting. Whenever possible, Athlete of the Year and Coach of the Year should be determined at this meeting and not based solely on post-season performances.
10. Conference All-Stars will be released on the league website and to local media 24-hours after the completion of the Coaches Association voting meeting. Coaches may inform their own athletes of any All-Star awards during this 24-hour period, but are asked not to share the All-Star teams with any media outlets or post any All-Star awards on any social media accounts before the league officially releases the All-Stars on the league website.

League Scheduler (Page 15)

1. SELECTION: The schedule maker shall be selected by the Board. An affirmative majority vote of the general membership is required for approval of the Board-recommended candidate.
2. RATING: The Executive Director and Board will rate as appropriate with input from Athletic Directors.
3. REPORTING STRUCTURE: The schedule maker shall report to the Technology director, Executive Director and board.
4. REMUNERATION: The schedule maker will receive salaries as determined by the Salary Committee and published in the Policy manual. Payment for services will be every other year when schedules are completed. Additional pay will be received to re-create schedules that were already created. This position is not subject to yearly increases.
5. TERMS OF SERVICE: The Schedule maker shall be bi-annually renewed to their position at the will of the Board
6. POWERS AND DUTIES
 - a. **Collect and analyze all member school enrollments, including cooperative sponsorship enrollments, to create the initial High School division alignments based on Grade 9-11 enrollments. Confirm that current Junior High divisions**

will remain the same or have any proposed changes for the new scheduling cycle.

- b. Collaborate with the Executive Director and Sport Chairs to create the framework for all sports (HS and MS) including the dates of league competitions, league cutoff dates, playoff dates, and any other sport-specific scheduling notes necessary to complete the league scheduling process.
- c. Using League Central, create schedules for all B.C.I.A.A. league contests for high school and junior high sponsored sports so that member schools can accept league schedules on Schedule Star.
- d. Work with Technology director and Executive Director to complete league schedule in required time frame as determined by P.I.A.A. and District III and post copies of all league schedules on the league website.
- e. Whenever possible, honor request from the Conference regarding special scheduling requests that are noted in the sport-specific scheduling notes.
- f. ~~Input schedules into Schedule Star~~

Division Alignment Movement Process (Page 21)

1. Sports chair sets up preliminary divisions by enrollment (18 team divisions)
 - a. Division 1 and 2 will have 9 schools
 - b. Division 3 and 4 will have 9 schools
2. Divisions may be preliminarily set up in any of the following manner. **Schools should contact the sport chair if they may be in jeopardy of not fielding a team. The sport chair will strongly consider making that division a 5 team division.*
 - a. 5-4 and 5-4 by enrollment
 - b. 4-5 and 4-5 by enrollment
 - c. 4-5 and 5-4 by enrollment
 - d. 5-4 and 4-5 by enrollment
3. The league acknowledges that having competitive divisions helps to create more equal and meaningful competitions for everyone throughout the season, and at times divisions created solely on school enrollment may not always create the most competitive balance of divisions. For that reason, the league will accept requests to change divisions that are initially created based on reported school enrollments and will follow the process below in considering such requests.
4. A due date will be set and any school requesting movement, up or down in a division, should send a letter to the Executive Director or complete the request using the shared Google document provided to the league for division alignment.
5. The Executive Director will send out email updates to the Athletic Directors when someone has sent a letter requesting movement, or utilize a shared google document showing all requested movements in real time.
6. After the deadline for movement letters/requests, the sport chair will make a recommendation of the division alignment to the League Scheduler and Executive

Director. The preliminary division alignment may change based on the change requests received.

~~7. All requests, with or without a letter will be honored by enrollment first. Letters received will take precedent.~~

~~a. If the two schools requesting to move down are in the 4 team proposed division, the smallest enrollment school will be granted the request to move down and the school in the adjoining division submitting a letter will be granted the request to move up.~~

~~b. Since no other letters were received to move up, that division will be asked if anyone would like to move up and exchange with the smallest enrolled school. If not, the letter request is denied~~

~~c. This same scenario would be applied if more letters were requested to go up and a matching number of letters are not received to move up.~~

All requests submitted by letter or Google docs will be honored and addressed 1st, before any member school is asked to change divisions who did not submit a letter/request.

a. If one school in Division 1 and one school from Division 2 submit a request it will be granted no matter what the enrollment is. The same applies for Division 3 and 4 or between any other Divisions where an equal number of corresponding requests for division changes are received.

b. If there are **uneven** requests from Division 1 and Division 2 the below scenarios will apply. The same applies to Division 3 and 4.

1. Division 1, one request, Division 2, 2, 3, or 4 requests, the Division 1 school will move down and the largest enrollment school in Division 2 will move up. If the opposite occurs, the Division 2 largest enrollment school will move up and the smallest enrollment school in Division 1, will move down.
2. Division 1, two requests, Division 2, 3, or 4 requests, the two Division 1 schools will move down and the largest 2 enrollment schools in Division 2 will move up. If the opposite occurs, the Division 2 largest enrollment schools will move up and the 2 smallest enrollment schools in Division 1 will move down.
3. Division 1, **NO** requests, Division 2, 1,2,3, or 4 requests. Division 1 schools will be **ASKED** by smallest enrollment size if they would like to move down. If no one wants to move, the divisions remain the same.

8. If a team in the top 9 teams, by enrollment, requests to move down to the bottom half or a team from the bottom 9 teams, by enrollment, requests to move up to the top half of enrollment, those requests may be granted as long as there are 9 teams in the top half and 9 teams in the bottom half. Same procedures as above will apply.